



THE CITY OF SAN DIEGO

HOW TO OBTAIN

Project Inspections

CITY OF SAN DIEGO DEVELOPMENT SERVICES
1222 FIRST AVENUE, MS 301, SAN DIEGO, CA 92101

CALL (619) 446-5300 FOR APPOINTMENTS AND (619) 446-5000 FOR INFORMATION.

INFORMATION
BULLETIN

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This Information Bulletin describes the completion of the construction process by having projects inspected by the City of San Diego.

I. WHEN ARE INSPECTIONS REQUIRED?

All construction permits issued by the City of San Diego require inspection of the work to complete the process.

The scope of work will determine how many inspections are required to satisfy code requirements. It is the duty of the permit holder to schedule inspections and to have any required plans and inspection cards available for review and signature. Inspection Record cards (DS-1798) are provided at permit issuance.

All work requiring inspections must remain accessible and exposed until approved by an authorized building official.

Where multiple inspections are required, work must not progress beyond the point where an inspection is required. The building official will make the requested inspections and either indicate on the inspection card that the work is satisfactory, or notify the permit holder that the work fails to comply with code. Any work that does not comply must be corrected and remain accessible until it has passed inspection.

A final inspection is required for every permit when all work is completed and before approval to occupy is given.

You may schedule inspections by phoning the City's Automated Phone Inspection Line at (858) 581-7111. The InspectionLine is available seven days a week between the hours of 7:00 a.m. and 10:00 p.m. The InspectionLine allows you to schedule inspections up to five days in advance; obtain the inspector's name and phone number; leave a voice message for the inspector; and obtain the status of the inspection. A valid permit number must be supplied at the time of inspection request. For information on permit expiration and extensions see Information Bulletin 117, "Regulations Covering Permit Expiration and Extension."

II. BUILDING AND COMBINATION PERMIT INSPECTIONS

Section 108 of the California Building Code details the inspections required during building construction.

With a combination permit, the Inspector can make several inspections at the same time. It is

Documents referenced in this Information Bulletin

- **DS-1798, Inspection Record Card, Posted at Construction Site by Inspector**
- **DS-1779, Circuit Card**
- **Building Newsletter 17-1, Special Inspection Requirements on Plans**
- **Information Bulletin 117, Regulations Covering Permit Expiration and Extension**
- **Information Bulletin 202, How to Obtain a Permit for a Swimming Pool/Spa**
- **Information Bulletin 211, How to Obtain a Permit for Residential Decks**
- **Information Bulletin 221, Minimum Requirements for Retaining Walls/Level Backfill**
- **Information Bulletin 222, Minimum Requirements for Retaining Walls/Sloping Backfill**
- **Information Bulletin 710, Permit Instructions, Procedures for Building Demolition/Removal**

a good idea to speak with your Inspector at the beginning of the job for help scheduling inspections and for other assistance with problems which may arise.

Following is a summary of the requirements:

- A. Underground inspection:** This inspection is required before foundation inspection if any plumbing, mechanical or electrical elements are located below or in the slab.
- B. Foundation inspection:** Made after all trenches are excavated and forms are erected. All required reinforcing steel and hardware must be set in place. This inspection is made prior to the placement of concrete.
- C. Frame inspection:** Made after the roof, chimneys and vents, all framing, fire blocking and bracing are in place, all the rough mechanical, electrical and plumbing work is installed and plumbing work tested, inspected and approved.
- D. Insulation inspection:** The inspector will determine if a separate insulation inspection is required, or whether it can be combined with another inspection.

E. Lath or gypsum board inspection: Made after all lath and/or wallboard, interior and exterior, is in place, but before any plastering is applied or before joints and fasteners are taped and finished.

F. Final inspection: Made when all work is completed and ready for occupancy. All work must be inspected and approved prior to occupancy.

All final clearances set for the permit must have been completed and accepted by the responsible department or agency before final inspection can be requested. Final clearances are based on the scope of work and may include special inspection reports, soil compaction test results, landscaping approval, installation of water meters, etc.

When an engineering permit has been issued for public improvements or land development (grading), the work must be completed, inspected and approved before final building permit inspection. When water and sewer services are to be installed the work must be completed and inspected by the Water Dept. prior to final building inspection. Paying for the services does not automatically schedule the work. Call (619) 527-7423 well in advance of the required installation date. Be prepared to provide the new service sequence number from the water and sewer receipt.

A copy of final clearances required is available at any time after permit issuance.

III. ELECTRICAL, MECHANICAL AND PLUMBING/GAS INSPECTIONS

A rough inspection is required while the work is accessible and exposed and a final inspection is required when the work is complete. No Inspection Record card is provided for work requiring only electrical, mechanical, and plumbing/gas inspections.

A Circuit Card (Form DS-1779) must be completed and provided to the electrical inspector. Blank Circuit Cards are available at the Development Services Center or Inspection Services Office.

IV. MISCELLANEOUS ACCESSORY STRUCTURES

Inspections for accessory structures are detailed in Information Bulletins as follows:

A. Patio Covers, Carports, Decks: Residential deck inspections are described in Information Bulletin 211, "How to Obtain a Permit for Residential Decks." Inspections for patio covers and carports are similar.

B. Retaining Walls: Retaining wall inspections are described in Information Bulletin 221, "Minimum Requirements for Retaining Walls/Level Backfill," and Information Bulletin 222, "Minimum Requirements for Retaining Walls/Sloping Backfill."

C. Swimming Pool/Spa: Swimming pool/spa inspections are described in Information Bulletin 202, "How to Obtain a Permit for a Swimming Pool/Spa."

V. BUILDING DEMOLITION AND REMOVAL

Building demolition and removal inspections are described in Information Bulletin 710, "Permit Instructions, Procedures for Building Demolition/Removal."

VI. REINSPECTIONS

Permits include fees for the inspections described above. In certain circumstances where inspections are requested and the work is not ready, or where numerous additional inspections are required, reinspection fees may be assessed. All reinspection fees must be paid before further inspections will be made. Reinspection fees may be paid at the Development Services Center, 1222 First Avenue, or by check, visa, mastercard or money order at the Inspection Services office at 9601 Ridgehaven Court, Suite 220.

VII. SPECIAL INSPECTIONS

If special inspections are required, a Special Inspection Agreement, signed by the property owner and the contractor, will be filed at the time the permit is issued. It is the responsibility of the permit holder to assure that special inspections are performed and reports filed with the City of San Diego prior to the request for final inspection on the project. See Building [Newsletter 17-1](#), "Special Inspection Requirements on Plans," for further information. Questions regarding special inspections should be addressed to the plan checker for the project at (619) 446-5400.